

# Contract User Guide for ENE49

## ENE49: Electricity Statewide Contract

**UPDATED:** March 24, 2023

<b>Contract #:</b>	ENE49
<b>MMARS MA #:</b>	ENE49*
<b>Current Contract Term:</b>	September 01, 2022 – August 31, 2024
<b>Maximum End Date:</b>	August 31, 2024
<b>Initial Contract Term:</b>	September 01, 2019 – August 31, 2022
<b>Contract Manager:</b>	Michael Barry, 617-720-3182, <a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>
<b>UNSPSC Codes:</b>	83-10-18-00

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Emergency Services](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**



## Contract Summary

This is a Statewide Contract for the purchase of the retail supply of Electricity from Direct Energy by Executive Branch and other eligible entities which have been elected to participate in the procurement.

## Contract Categories

This contract includes 2 categories.

Category 1: Firm Fixed Price  
Category 2: Firm-Fixed Price with Capacity Pass Through

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products, in addition to:

- Competitive Pricing
- Qualified and Experienced Consultant (Enel X)
- Vetted and Qualified Vendor (Direct Energy)

## Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for ENE49 to find related Master Blanket Purchase Order (MBPO) information or can be accessed directly by entering the **Master Blanket Purchase Order # PO-19-1080-OSD03-SRC01-17302**.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

## Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](https://mass.gov/osd).

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Page 2 of 6

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## Pricing, Quote and Purchase Options

### Purchase Options

Purchases made through this contract will be direct, outright purchases. When contacting a vendor on statewide contract, always reference ENE49 to receive contract pricing.

**Executive Departments:** All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

**Eligible Entities:** All other Non-Executive Eligible Entities are encouraged to utilize COMMBUYS for all statewide contract purchasing activity, however the use of COMMBUYS is not required.

### Pricing Options

Contract pricing has been negotiated and no further negotiations may be made for the following pricing types:

- Firm Fixed Price
- Firm-Fixed Price with Capacity Pass Through

**Pricing and buying details:** This is a fixed price contract. The rate is \$0.08545 cents per kWh for meter reads from September 2022 – August 2024 for pre-award participants. Post-award accounts will be priced at the then current market rate through the contract end date.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference ENE49 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How To Purchase from The Contract

- **Document items in COMMBUYS that have already been purchased**  
This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

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Page 3 of 6

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- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Requisition* job aid.

### Obtaining Quotes

Eligible Entities wishing to participate after contract award must contact the Contract Manager, sign a LOA (Letter of Authorization) with Direct Energy and provide copies of three (3) months of invoices per account. If pricing is agreed upon, Eligible Entities will be required to execute a Memorandum of Understanding (MOU) which will bind them to the contract pricing and terms established by the Operational Services Division.

### Instructions for MMARS Users

MMARS users must reference the MA number (ENE49) in the proper field in MMARS when placing orders with any vendor/contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

### Environmentally Preferable Products (EPP)

Each year the Retail Suppliers must show that they have purchased a sufficient amount of Renewable Energy Certificates (RECs), Alternative Energy Certificates (AECs), Waste Energy Certificates (WECs), Solar Renewable Energy Certificates (SRECs), and Solar Renewable Energy Certificate IIs (SREC IIs) to meet the Minimum Standard for that class.

### Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

# Contract User Guide for ENE49

## Strategic Sourcing Team Members

- Michael Woods, Operational Services Division
- Jon Harvey, Enel X
- Jarred Clement, Enel X
- Elizabeth Isenstein, DCAMM
- Paul Lopes, DOER
- Eric Friedman, DOER
- Catie Snyder, DOER
- Ann Marie Daley, Trial Court
- Carol Davidian, Trial Court
- Paul Antoniewicz, Trial Court
- Susan Baccari, Trial Court
- Sharon Moody, DMH
- Donna Soto, DOC
- Michael McDonald, MWRA

## Awarded Vendor Contact Information

- **Direct Energy Business**

### **Gina Menniti**

Client Service Analyst

Direct Energy Business

412-667-5285 | [Gina.Menniti@nrg.com](mailto:Gina.Menniti@nrg.com)

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## Contract User Guide for ENE49

### Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	SDP Commitment Percentage
Direct Energy	<a href="#">PO-19-1080-OSD03-SRC01-17302</a>	0.0336%

\*Note that COMMBUYS is the official system of record for vendor contact information.

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Page 6 of 6

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